



## **MINUTES**

### **SUNNYVALE HERITAGE PRESERVATION COMMISSION**

**Wednesday, January 11, 2012 at 7:00 P.M.**

**Lobby Conference Room, Sunnyvale City Hall  
456 West Olive Avenue, Sunnyvale 94086**

### **CALL TO ORDER/SALUTE TO THE FLAG**

### **ROLL CALL**

Present: Chair Jeanine Stanek; Vice Chair David Squellati; Comm. Mark Johnson; Comm. Dale Mouritsen; Comm. Amrit Verma

Absent: Comm. Nirmala Vaidyanathan (excused), Comm. Frenchie Marsolais (unexcused until further notice)

**Chair Stanek** noted that Comm. Marsolais is unexcused until further notice and Comm. Vaidyanathan has given notice of her planned absences through March. She asked staff to follow up with Comm. Marsolais regarding the absence.

Staff Present: Ryan Kuchenig, Associate Planner; Joey Mariano, Recording Secretary

Councilmember Liaison: Vice Mayor David Whittum

### **SCHEDULED PRESENTATION**

None

### **PUBLIC ANNOUNCEMENTS**

None

### **CONSENT CALENDAR**

1. Approval of Draft Minutes of November 2, 2011

**Chair Stanek** noted that she had sent an email of her recommended modifications. Staff distributed a modified draft with Chair Stanek's changes.

**Comm. Johnson** requested a change on page 2, regarding Charly DeKoning's title. The title was modified to "associate".

**Vice Chair Squellati** noted that an apostrophe should be added to "Commissioners" in the same line.

**Ryan Kuchenig**, Associate Planner, noted a change to the acronym RFQ, to state "Request for Qualifications (RFQ)" instead of "Request for Quote (RFQ)".

**Vice Chair Squellati made a motion to approve the Minutes of November 2, 2011 as corrected. Comm. Johnson seconded. Motion carried 4-0-1 with Comm. Marsolais and Vaidyanathan absent, and Comm. Mouritsen abstaining.**

### **PUBLIC COMMENTS**

None

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### 2. Welcome new Commissioner Mouritsen

**Chair Stanek** welcomed Commissioner Mouritsen, and noted that he had attended the November, 2011 meeting as a guest.

**Comm. Mouritsen** introduced himself and shared his background and his interest in the City's heritage.

**The Commissioners** welcomed Comm. Mouritsen.

#### 3. Review of Code of Ethics

**Ryan Kuchenig**, Associate Planner, noted that there are no significant changes to the Code of Ethics.

**Chair Stanek** asked the Commission if they had questions or comments about the Code of Ethics.

**Comm. Johnson** said he had not reviewed the document and will ask for clarification if needed.

**Chair Stanek** noted that all commissioners will be required to take an ethics training course from the City Clerk's office every other year or so.

**Comm. Mouritsen** found the Code of Ethics to be an excellent document. He asked staff how the document evolved.

**Vice Chair Squellati** noted his understanding that the Code of Ethics is similar to last year; however, he noted the date of the memo should be changed to 2012.

**Vice Chair Squellati made a motion to accept the Code of Ethics. Comm. Verma seconded. Motion carried 4-0-1 with Comm. Marsolais and Comm. Vaidyanathan absent, and Comm. Johnson abstaining.**

#### 4. Approval of Final 2012 Work Plan

**Mr. Kuchenig** explained the work plan for this year and noted dates that do not fall on the first Wednesday of the month. The second Wednesday of the month are chosen to accommodate the City's observed holidays.

**Chair Stanek** asked if the September meeting should be moved to the next week due to the Labor Day Holiday. Mr. Kuchenig replied that the Labor Day weekend did not inconvenience attendance in the past, but the Commission can request a change if desired.

**Comm. Johnson made a motion to approve the Final 2012 Work Plan. Comm. Mouritsen seconded. Motion carried 5-0 with Comm. Marsolais and Vaidyanathan absent.**

### **NON-AGENDA ITEMS AND COMMENTS**

**Commissioners** asked Chair Stanek about the upcoming Centennial Celebration at the Sunnyvale Heritage Park Museum on August 25th and 26th 2012.

**Comm. Mouritsen** inquired about Chair Stanek's comments from November regarding the writing contest.

**Chair Stanek** stated that formal invitations may be sent to the Commissioners requesting their attendance as judges for the writing contest.

**Chair Stanek** noted that a volunteer from the museum is preparing a walking tour booklet, and that the Commission may be interested in helping to lead tours. She also noted that the Historical Society may need some assistance in research for the booklet.

**Chair Stanek** asked the Commissioners to contact her if they are interested in volunteering for the Historical Society during the Centennial Celebration event.

**Vice Chair Squellati** asked for the dates. Chair Stanek stated August 25 and 26.

**Chair Stanek** noted that the actual date that Sunnyvale became an incorporated city was December 24, 1912.

### **INFORMATION ONLY ITEMS**

**Chair Stanek** noted that Ted Ringel passed away, and that funeral services will be held this Saturday, and that she brought a condolence card for the Commission to sign for the Ringel family.

**Comm. Johnson** asked Vice Mayor Whittum if he was able to review the proposed study issues from this Commission.

**Vice Mayor Whittum** noted that the Council just appointed liaisons at last night's meeting; therefore, he was not able to bring any study issue papers with him.

**Mr. Kuchenig** noted the Council Policy Manual, regarding Council Liaisons to Board and Commissions.

**Vice Mayor Whittum** noted that he was a member of the subcommittee for the liaison policies, and stated that the Boards and Commissions are here to inform the Council with their concerns pertaining to the Commission.

**Comm. Johnson** asked if Vice Mayor Whittum could provide an update for this Commission about last night's Council meeting and explain the procedure of the upcoming study issue workshop.

**Vice Mayor Whittum** summarized the study issue workshop procedures.

**Comm. Johnson** discussed Study Issue **CDD 12-03**, Cultural Heritage of Sunnyvale, and noted that he is in contact with an African American cultural group. He hopes to contact an Asian American group regarding the study as well.

**Vice Mayor Whittum** noted several groups and cultures he is aware of, including the Miwok Tribe.

**Comm. Johnson** noted he will put a contact list together of several cultural groups with which he has been in contact.

**Comm. Mouritsen** noted several artifact areas around Sunnyvale, including the Moffett Towers site.

**Mr. Kuchenig** described the Council Liaison Policy in more detail, including that attendance by the liaison is not mandatory, as well as some of the responsibilities and procedures between the liaison and the Commission. He also stated that liaisons are directed to refrain from policy discussions, except to provide factual information.

**Chair Stanek** noted the memorandum from Melinda Hamilton, the previous mayor, stating that the minutes should include language of why a motion was taken, opposed, or supported.

**Vice Mayor Whittum** noted that background information on a controversial motion is important to the Council especially when reviewing "Information Only" items.

**Chair Stanek** noted that the Commission should have a copy of the memo as a guide.

## **ADJOURNMENT**

**The meeting adjourned at 8:15 P.M.**

Respectfully submitted by:

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Ryan Kuchenig, Associate Planner